



DEPARTMENT OF THE ARMY
UNITED STATES ARMY WAR COLLEGE AND CARLISLE BARRACKS
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REPLY TO
ATTENTION OF

Strategic Studies Institute

Each year the Strategic Studies Institute (SSI) publishes a large number of studies, conference reports, and book-length volumes on a spectrum of issues central to U.S. national security. While SSI analysts write the majority of these publications, many external authors contribute to our study program as well.

Publication by SSI assures authors that their analyses will reach key Army and Department of Defense (DoD) leaders and the global defense intellectual and strategy community. On many occasions, SSI publications have directly affected U.S. policy, military strategy, or military doctrine, and often are quoted in major publications like the *New York Times* or *The Washington Post*. They have led to invitations to brief senior leaders and testify in Congress. In addition to the hardcopy publications that are distributed to military leaders, defense policymakers, universities, journalists, and analysts around the world, the full text of SSI studies is available on our website, which attracts thousands of hits per month. SSI publications often are used as required reading in the military educational system and in civilian colleges and universities.

Generally, SSI studies are longer and more comprehensive than a journal article. While there is no set length, the average SSI study is 40-60 double-spaced typewritten pages, with substantial documentation. The most important criteria are quality of analysis, clarity of expression, and relevance to Army and DoD leaders. Manuscripts that are purely theoretical, political, or historical, or which do not link the author's analysis to current issues and decisions facing Army and DoD leaders, are not appropriate for SSI. Not all SSI studies end with policy or program recommendations for Army and DoD leaders, but many do.

Manuscripts submitted to SSI should be in clear, direct, jargon-free prose. Authors should keep the use of acronyms, passive voice, and other distractors to a minimum. SSI will not publish manuscripts written in a style that is not appropriate for the busy policymakers and leaders who form the core of the Institute's audience.

Manuscripts which the author would like SSI to publish without remuneration should be directed to SSI's Director of Research, Dr. Antulio Echevarria. Authors who seek remuneration must work within SSI's External Research Associates Program (ERAP). This entails submission of a proposal to the Carlisle Barracks Contracting Officer. Information on the ERAP can be found on SSI's website. ERAP proposals are considered by a Review Board. Special consideration is given to those which focus on key Army issues and which supplement SSI's expertise. If the Board elects to support a proposal, the Carlisle Barracks Contracting Officer develops a contract with the author.

Once a manuscript is submitted, the Director of Research, in conjunction with the experts in SSI, will assess it and provide a recommendation to me as to whether it should be published as is, published after revision, or not published. While every effort is made to do this as quickly as possible, the process may take as long as 8 weeks. This applies to both manuscripts prepared under an ERAP contract and those which are not.

Once a manuscript is accepted, our small but highly effective Publications Office will edit the work and prepare it for printing and electronic publishing. SSI seeks to provide all our contributors with the most efficient editing and publication process possible, even as our output grows.

This process moves much more quickly if manuscripts are formatted and submitted according to this Guide. It provides authors the publication requirements and standard "rules" we use in editing, in order to answer your questions in advance and to speed the time from final draft to publication.


DOUGLAS C. LOVELACE, JR.
Director
Strategic Studies Institute

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1. SUBMISSION

Manuscripts (accompanied by an abstract) should be submitted to the Director of Research at the following address:

Dr. Antulio Echevarria II
Director of Research
U.S. Army War College
Strategic Studies Institute (ATWC-SSI)
122 Forbes Avenue
Carlisle, PA 17013-5244

or via e-mail at *Antulio.Echevarria@carlisle.army.mil*

2. POST-ACCEPTANCE REQUIREMENTS

Once a manuscript has been accepted for publication, additional input is required.

The author must submit:

- a short foreword (about 150 words) suitable for the Director, SSI signature.
- a biographical sketch (about 150 words).
- a summary of the work (approximately 1,000 words).
- a 2-sentence website teaser about the work to advertise its publication.
- a website abstract (100-200 words).

See Paragraph 8, REQUIREMENTS FOR WEBSITE INPUT, for guidance.

3. GENERAL TEXT FORMAT

Material should be placed on a 3 1/2-inch high density disk or CD when submitted through regular mail, or an electronic submission can be attached to the e-mail request for publication consideration.

Double-space the manuscript text; use left margin justified only (right margin will be ragged). Use standard top and bottom, right and left margins of 1 inch.

All manuscripts should be Courier New font, 12 point, Microsoft Word (no Macintosh), with endnotes rather than footnotes.

Endnotes should be produced on the software, not typed in using superscript. They may be found in Microsoft Word under Insert-Reference-Footer-Endnote.

4. RULES FOR FIGURES, TABLES, AND IMAGES

- a. Do not use copyrighted images.
- b. Do not import, insert, or 'copy and paste' images into your manuscript; instead, include the original image as a separate file. File types which meet this criteria are .jpg, .gif, .tiff, or .png.
 - Indicate in the text where we should place the image. See example below:
 - Prime-minister1.jpg (name of file)
 - Caption: Tony Blair in Iraq in 2006.
 - Ensure that the file name of the image matches the name in the text. We suggest you create a directory on your computer to store all the images for your manuscript.
- c. Drawing Tables and Graphs
 - If possible, do not use PowerPoint or a similar presentation program to draw your images. Instead, use a spreadsheet program (MS Excel) or your word processor.
 - A spreadsheet program works best for creating tables and graphs. You can copy and paste data into your word processor.
 - A word processor includes drawing tools so that you can create a variety of figures. See your product documentation for "Drawing Tools."

5. STYLE RULES WITHIN THE TEXT

- Do not use "underline" at all; use "bold" to emphasize words and "italics" to indicate book and magazine titles, and foreign words.
- The "hard return" should be inserted after the last typed character in the paragraph.
- In quotations, the period or comma always go inside the quotation marks.

- Quotations are indented once they exceed four lines of regular text. Do not use quotation marks in these long quotations. Single space typed material and double-indent margins in long quotations.
- These are some common examples of correct SSI style:
 - U.S. (adjective); United States (noun)
 - the President stated; it is presidential policy
 - Congress; congressional delegation
- All acronyms must be spelled out during their first usage, no matter how “common” the author perceives them to be, including United Nations, North Atlantic Treaty Organization, etc. Periods are used with the acronym “U.S.” Other acronyms normally do not have periods: UN, NATO. First-use acronyms within a quotation are spelled out with brackets.
- Do not use the letter “I” for the number “1” or the letter “O” for the number “0.”
- Do not use commas between month and year (April 1994) or season and year (Winter 1994). When referring to a complete date with the year, a comma should follow the year (April 21, 2006,).
- All dates should be civilian style, not military: January 17, 2006.
- Names of military operations are in all-caps (Operation DESERT STORM).
- NATO code words should be included with military equipment numerical designations (MIG-29, Su-27, etc.). Non-NATO code names in foreign languages should be italicized: SSM *Prithvi-150*, IRBM *Agni*.
- During the first mention of an individual within the text, the full name should be included plus any titles, e.g., U.S. Secretary of Defense Donald Rumsfeld, Russian President Vladimir Putin; thereafter, Secretary Rumsfeld, President Putin.
- Common English place names should be substituted for native language variations. Moscow for Moskva, Vienna for Wien, etc. If the location of a town is not readily known, the state or country should be included in the text or endnote unless clarified by additional information: e.g., “Bloomington, Indiana” in text, but “Bloomington: University of Indiana Press, 1996” in endnote.

- Numbers, except those indicating a unit of time (years, months, weeks, days, hours), are spelled out when they are less than 10; 10 and over use number, e.g., nine soldiers, 40 soldiers.
- If the numbers refer to units of time, always use the numbers: 2-week campaign, 2 months later, 5 years from now. Decades are noted without apostrophe: 1990s, not 1990's.
- If a foreign language source is quoted verbatim in that language, a translation must be provided immediately following it in parentheses.
- Do not insert a space between the period ending a sentence and the endnote number.

6. STYLE RULES WITHIN ENDNOTES:

- Single page - p. 132
- Multiple pages - pp. 132-145, 230.
- If a journal or magazine has a volume or number citation, it **MUST** be referenced, even if a date is included (Vol. 6, No. 12, May 2, 2005).
- If the periodical uses Roman numerals for the volume number, do not transfer the number to an Arabic number (Vol. II, not Vol. 2).
- Idem in endnote indicates two works in succession by the same author; the second cites "idem" in place of the author's name.
- Ibid is used only if the lone source cited in the previous footnote is used again. If more than one source is listed above, include the author's name and the title of the work.
- Use postal code abbreviations for states: e.g., Lincoln, NE: Bison Press, 2003; Washington, DC: U.S. Government Printing Office, 2004.
- If a foreign language article or book title is cited in an endnote, a translation should immediately follow:
Article: "title" (translation), journal name . . .
Book: Title (translation), . . .
Titles of foreign language journals need not be translated.
- Italicize website citations: See Johnson, *www.carlisle.army.mil*, for details.
- Do not use a comma after ? or ! if they are part of the title.

7. SAMPLE ENDNOTES

Articles:

Michael A. Turner, "Intelligence Reform and the Politics of Entrenchment," *International Journal of Intelligence and Counterintelligence*, Vol. 18, No. 3, Fall 2005, pp. 383-397.

Subsequent references should read: Turner, p. 389.

If more than one article by an author is cited, subsequent references include the article's title: Turner, "Intelligence Reform and the Politics of Entrenchment," p. 393.

Same source as previous endnote but different page: *Ibid.*, p. 133.

Same source, same page: *Ibid.*

Articles within edited book:

Mary Kaldor, "Elaborating the 'New War' Thesis," in Isabelle Duyvesteyn and Jan Angstrom, eds., *Rethinking the Nature of War*, London: Frank Cass, 2005, pp. 210-224.

Books:

Colin S. Gray, *Another Bloody Century: Future Warfare*, London: Weidenfeld and Nicolson, 2005.

Conference Papers:

Nick Justice, "Situational Awareness in OIF/OEF Via FBCB2-Blue Force Tracker," presentation at the Network Centric Warfare Conference, Washington, DC, January 22, 2004.

Congressional Reports:

U.S. Congress, "National Commission on Terrorist Attacks Upon the United States," *The 9/11 Commission Report*, Washington, DC: U.S. Government Printing Office, 2004, p. 170.

Raphael F. Perl, *Drug Trafficking and North Korea: Issues for U.S. Policy*, Washington, DC: Congressional Research Service, December 5, 2003.

U.S. Congress, *Congressional Record, Proceedings and Debates of the 109th Congress, 2nd Session, House of Representatives*, Vol. 152, No. 51, Washington, DC: U.S. Government Printing Office, May 3, 2006.

Subsequent reference should read:

Congressional Record, House, May 3, 2006.

Department of Defense:

Department of Defense, *Joint Operations Concepts*, Washington, DC: U.S. Government Printing Office, November 2003, p. 1.

Headquarters, Department of the Army, Field Manual 1, *The Army*, Washington, DC: U.S. Government Printing Office, 2001, p. 32.

Secretary of Defense Donald Rumsfeld, "Rebalancing Forces," Memorandum for Secretaries of the Military Departments, Chairman of the Joint Chiefs of Staff and the Under Secretaries of Defense, Washington, DC: The Pentagon, July 9, 2003.

Office of Force Transformation, *Military Transformation: A Strategic Approach*, Washington, DC: Office of the Secretary of Defense, Fall 2003, pp. 28-36.

Interview:

Lieutenant Colonel Jeffrey Seng, USMC, NSFS Requirements, Expeditionary Warfare Branch, U.S. Navy, interview by author, Headquarters, U.S. Navy, Washington, DC, December 15, 2003.

Interview conducted by the author with a British officer at Upavon, Director General of Doctrine and Development, June 2003.
(above style used if anonymity requested)

Newspaper:

Glenn Kessler and Thomas E. Ricks, "Rice's NSC Tenure Complicates New Post," *Washington Post*, November 16, 2004, p. 7.

Speech:

Robert O. Blake Jr., "U.S. India-Relations: The Making of a Comprehensive Relationship," Speech at the U.S. Army War College, Carlisle Barracks, PA, August 23, 2004.

Studies:

Amit Gupta, *The U.S.-India Relationship: Strategic Partnership or Complementary Interest*, Carlisle Barracks, PA: Strategic Studies Institute, U.S. Army War College, 2005.

Bates Gill and Matthew Oresman, *China's New Journey to the West: China's Emergence in Central Asia and Implications for U.S. Interests*, Washington, DC: Center for Strategic and International Studies, 2003, pp. 8-14.

Unpublished manuscript:

William J. Doll, "Parsing the Future: A Frame of Reference to Scenario Building," Unpublished Paper, Joint Warfare Analysis Center, 2005, pp. 2-3.

Websites:

Manus J. Donahue III, "An Introduction to Mathematical Chaos Theory and Fractal Geometry," December 1997; available from www.fractalfinance.com/chaostheory.html, accessed December 13, 2004.

(Do not use hyperlink function. It is not necessary to use <http://>).

8. REQUIREMENTS FOR WEBSITE INPUT: Categories, Teasers, and Author Information.

The website includes a categorization tree to help users find publications. We need your category input, as well as a website teaser and author information, for each publication.

Category Selection:

- Each publication should fall into at least one category or subcategory shown below.
- Choose the main category(ies) and/or applicable subcategory(ies). Most publications are only appropriate for one or two choices based on the main topic.

Central Asia

Caucasus

Afghanistan

Asia Pacific

Australia

Korea

China

Pakistan

India

Japan

Middle East and North Africa

Egypt

Saudi-Arabia

Iran

Iraq

Sub-Saharan Africa

Global War on Terrorism

Global Strategy

Military Roles

Homeland Security and Defense

Military Roles

Missile Defense

Weapons of Mass Destruction

Nonproliferation

Military Leadership

Military Culture

Retention and Recruitment

Military Professionalism

Managing Change

Managing Contractors

Landpower Employment & Sustainment

Landpower Roles

Nation Building

Civilian Roles

Reserve Components

Strategy and Policy

National Security Strategy

National Military Strategy

Strategic Planning Guidance

Europe and Russia

Eastern Europe

Western Europe

Russia

Western Hemisphere

Colombia

Venezuela

Mexico

Military Change and Transformation

21st Century Warfare

Future Forces

Future Technology

Operational Concepts

War and Society

United States

International

Teaser:

The website teaser should be one or two full sentences. It should identify clearly why the reader would be interested in reading the publication. This teaser will be displayed to over 15,000 people upon online publication.

Example:

Report Title: Iraq and Vietnam: Differences, Similarities, and Insights

Categories: Iraq, Asia-Pacific

Teaser: The authors conclude that the two conflicts bear little comparison. They also conclude, however, that failed U.S. state-building in Vietnam and the impact of declining domestic political support for U.S. war aims in Vietnam are issues pertinent to current U.S. policy in Iraq.

Author Information:

We ask, but not require, that you provide us with the following biographical information.

- Current position, if applicable.
- Current organization, if applicable.
- Biographical sketch.
- E-mail address.*
- A recent photo.

*E-mail addresses are not displayed directly to users. Users send e-mails using a form on our website to prevent most types of spam. Typically, authors only receive a handful of comments directly, and we can remove your address per your request at anytime.

9. FURTHER PUBLICATION INFORMATION:

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E-mail: *SSI_Publishing@carlisle.army.mil*